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DD/S 72-0136

MEMORANDUM FOR: Director of Finance

SUBJECT : Revised Ceiling Allocation for FY 1972 and 1973

1. Attached for your information, guidance and action is the Executive Director-Comptroller's memorandum of 7 January 1972, which transmits Directorate ceiling revisions and provides policy guidance for FY 1972 and 1973.

2. Revised personnel ceilings for your Office are as follows:

	<u>FY 1972</u>	<u>FY 1973</u>
Staff		
Contract		

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Staff reductions of 2 in 1972 and 9 in 1973 indicate the effect of Presidential reductions. The reduction of positions simply reflects the policy change whereby co-ops are charged at 1/2 ceiling positions each.

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These revised ceilings will be used both in the FY 1973 Congressional Budget and as the basis for projection of your FY 1974 Program.

3. The last paragraph of the attached memorandum of 7 January 1972 offers the lower of two options regarding promotion authorizations. In practice, however, this will limit promotions in your career service to those within your approved Career Service Grade Authorization.

Robert S. Wattles
Assistant Deputy Director
for Support

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Att.